



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, July 8, 2008 at 2:00 p.m.
PLACE:	861 Silver Lake Blvd, Dover, Delaware Conference Room B , second floor of the Cannon Bldg.
MINUTES APPROVED:	Approved September 9, 2008

MEMBERS PRESENT

Carolyn Cotter, Public Member, Vice-President
William Daisey, Public Member
Maria Simoes, Public Member
Teruko White, Professional Member
Frances Wimbush, Healthcare Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Chris Spizzirri, Deputy Attorney General
Debbie Heinsch, Administrative Specialist II
Nicole Williams, Administrative Specialist II

MEMBERS ABSENT

Virginia Gray, Professional Member
Lillie Mae Johnson, Public Member, Secretary
Jerold Spilecki, Professional Member, President
Fatima Woodard, Public Member

OTHERS PRESENT

No others were present

CALL TO ORDER

Ms. Cotter called the meeting to order at 2:04 p.m.

REVIEW OF MINUTES

The Board reviewed the minutes of the May 13, 2008 meeting. Mr. Daisey made a motion, seconded by Ms. Simoes, to approve the minutes as presented. The motion was unanimously carried.

UNFINISHED BUSINESS

Discussion on Updating Rules and Regulations

Mr. Spizzirri advised the board that he is working on the changes. He requested the Board review the list of crimes determined substantially related to the practice of Nursing Home Administrator. Ms. Cotter requested the Board convene at 1:00 p.m., which is prior to the next board meeting to review the list of crimes. Ms. White, Ms. Wimbush, Mr. Spilecki and Ms. Simoes will meet at 1:00 p.m.

Discussion on Updating Current AIT Program

Ms. Williams has obtained information from FL, VA, NY and the MD board's AIT programs as requested since they have more stringent programs. Ms. Cotter requested Ms. White, Ms. Wimbush, Ms. Simoes, and Mr. Spilecki review this information one hour prior to the next meeting also. Mr. Spizzirri advised that one hour is not enough time to review the crimes list and the new AIT applications. Ms. Wimbush reported that she will be able to attend the meeting in September. The committee determined that they would like to meet in August. Ms. Williams stated that she will lead the scheduling effort coordinating when they can meet on the above issues in lieu of meeting just prior to the next regular meeting.

Tabled NHA Application – Terry A. Reardon

At the previous meeting Mr. Spizzirri requested additional information to review the comparison with the Florida board. Based on Mr. Spizzirri's recommendation it appears that Florida meets or exceeds the related requirements of Delaware. Ms. Wimbush made a motion, seconded by Ms. White to approve the application for Ms. Reardon. The motion was unanimously carried.

NEW BUSINESS

Review of Continuing Education

Delaware Health Care Facilities Educational Seminar – PREPARE – Train the Trainer Disaster Training – 8/20 & 8/21/2008 – Requested 14 CE hrs – The request was tabled as it did not include a syllabus or detailed agenda.

Culture Change/Person Directed Care Joint Conference – 7/16/8 – Requested 4 CE hrs – Mr. Daisey made the motion, seconded by Ms. White to approve for 4 hours. The motion was unanimously carried.

DHSS - Division of Developmental Disabilities - Aspiration Risk Training – 6/18/08 – Requested 2.5 CE hrs – The request was tabled, as it did not include a detailed agenda.

DHSS, Managing Change – 6/11/08 – Requested 2.5 CE hrs – The request was tabled, as it did not include a detailed agenda.

ECRI Institute, Risk Management – 5/15 & 5/16/2008 – Requested 8 CE hours – Mr. Daisey made a motion, seconded by Ms. White to approve for 8 hours. The motion was unanimously carried.

Institute for Natural Resources – Ms. Wimbush made a motion, seconded by Ms. White to approve Addiction: Alternatives to Abstinence – home study for 3 CE hours; Reducing Stress home study for 3 CE hours; Under the Influence: Alcohol and Health – home study for 3 CE hours. The motion was unanimously carried.

Continuing Education Audits – Nothing to report.

Complaints – Nothing to report.

Reports – Nothing to report.

Review of Nursing Home Administrator Applications

The Board reviewed the Nursing Home Administrator applications with a request to sit for the NAB exam for Lindsay C. Johnson and Lisa Sierer. Ms. White made a motion seconded by Ms. Simoes to approve Ms. Johnson and Ms. Sierer to sit for the NAB exam and approval for licensure upon receipt of their passing exam score report. The motion was unanimously carried.

Review of Nursing Home Administrator Reciprocity Applications

There were no Nursing Home Administrator reciprocity applications to review.

Administrator-in-Training Applications

Cheryl L. DeShields – Ms. White made a motion, seconded by Ms. Simoes to recommend a 9 month AIT program as the application is in order. The motion was unanimously approved.

Kathleen M. Gibson – Mr. Daisey made a motion, seconded by Ms. Wimbush to approve a 6 month extension. The motion was unanimously approved.

Doris Schonbrunner – Mr. Daisey made a motion, seconded by Ms. Wimbush to recommend a 6 month AIT program. The motion was unanimously approved.

Other Business before the Board (for discussion only)

Ms. Cotter requested that all board members email or telephone Ms. Heinsch on the date of every meeting on their availability to attend that date. It was requested that Ms. Heinsch send out email reminders the day prior to the meeting.

The board reviewed the AIT course content for changes. It was determined that the form does not need to be notarized. Ms. White requested inserting two into the applications; one for the skilled nursing facility and one for the assisted living facility. It was requested that the license number be added, and add “with an expected end date of”...as contained in the Board’s Regulations and law and the required course content areas for the administrator in training. It was suggested to add “I agree to file quarterly evaluation reports on forms supplied by the board and that I also agree to change...” Ms. Wimbush made a motion, seconded by Mr. Daisey to accept the changes that Mr. Spizzirri makes. The motion was unanimously carried.

On the AIT course content form Mr. Spizzirri requested adding dates for each item that could be marked off as completed, and signed by the preceptor as completed. It was requested to add timeline information, i.e. is it for 6, 9, or 12 months. It was added that the week I, II etc should be removed; and

instead of checkboxes have date of completion that is filled out by the preceptor; and inserting directions on the front page indicating that it should be completed in order, as much as possible; and adding to refer to the AIT course content form. A cover letter will be added. Ms. Williams will make the necessary changes will be made and bring to the board in September for approval.

Mr. Spizzirri advised that he will attend the meeting in August and the committee meeting which will be one hour prior to the regular September meeting.

PUBLIC COMMENT

There was no public comment.

SCHEDULED MEETING – The next meeting will be held on September 9, 2008 at 2:00 p.m. at 861 Silver Lake Boulevard, Cannon Building, Conference Room B, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Daisey made a motion, seconded by Ms. Wimbush, to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 3:28 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debbie Heinsch". The signature is written in a cursive, flowing style.

Debbie Heinsch
Administrative Specialist II